

# Literacy Program Volunteer Tutor

## Position Description

Position:	Tutor an adult learner in English reading, pronunciation, and American culture
Contacts:	Literacy Program Assistants – Anne Childs, Carol Halbe, Karen Lanker <a href="mailto:achilds@cityofpleasantonca.gov">achilds@cityofpleasantonca.gov</a> <a href="mailto:chalbe@cityofpleasantonca.gov">chalbe@cityofpleasantonca.gov</a> <a href="mailto:klanker@cityofpleasantonca.gov">klanker@cityofpleasantonca.gov</a>
Responsibilities:	Tutor a learner for one hour, once a week, at a minimum: Additional weekly sessions are at your discretion. Prepare teaching materials appropriate to the learner's ability and goals Maintain a positive, learner-centered environment Attend initial training and tutor enrichment workshops Discuss problems/concerns with the coordinator Submit monthly reports of tutoring hours Complete required twice-yearly records of the learner's goals and progress
Qualifications:	Good written and oral English skills Good interpersonal skills, maturity and discretion Caring, non-judgmental attitude, patience and humor! Ability to work independently Interest in, and respect for foreign cultures Willingness to learn and explore along with your student
Time Required:	1-2 hours of tutoring per week at minimum, plus travel time 1 hour planning and preparation (estimate) 1 semester commitment
Training:	3 hours introductory training overview In-service/ enrichment training
Evaluation:	Your student, with the coordinator, will evaluate your skills
Benefits:	Helping an individual improve his or her literacy skills Helping new residents understand and participate in our community Working as part of a team Enhancing your resume with ESL teaching skills Letter of recommendation at successful completion of semester